



# EDGBASTON HIGH SCHOOL

**SCHOOL SECRETARY**

SEPTEMBER 2024



# EDGBASTON

## HIGH SCHOOL

### INFORMATION FOR APPLICANTS

#### **HISTORY**

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School is very pleasantly situated next to the Botanical Gardens, 1½ miles from the city centre. There are over 870 girls aged 2½ to 18 divided into four departments working together on one site. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

#### **GOVERNANCE**

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last eight years over six million pounds have been spent on major development and refurbishment programmes.

#### **MODERN AND AMBITIOUS**

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

#### **PUPILS**

Edgbaston High School has approximately 870 girls aged 2½ to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





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### WORKING AT EDGBASTON HIGH SCHOOL

#### **PROFESSIONAL REWARD AND DEVELOPMENT**

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in;

- A competitive salary with generous pension contributions
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Working shorter hours during school holidays

#### **BENEFITS**

- Free refreshments and lunches when the school is operational, provided by our excellent Catering team
- Generous fee remission for the children of staff who might want to attend EHS
- Free access to the Botanical gardens for yourself and your family

#### **HEALTH AND WELLBEING**

Your health and wellbeing are important to us and we offer;

- Free use of the school's gym at agreed times
- Free use of the school's swimming pool at agreed times
- Access to our onsite counsellors
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

#### **ETHOS**

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered,



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inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.

### **DIVERSITY**

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.





## **School Secretary Job Description**

<b>Title of post:</b>	<b>School Secretary</b>
<b>Purpose of job:</b>	<b>To provide excellent administrative support</b>
<b>Responsible to:</b>	<b>Senior Deputy Head</b>
<b>Hours of work:</b>	<b>Full time, 08:00 – 16:00 (with half hour lunch break)</b>

### **Responsibilities:**

- Typing for members of the teaching staff.
- Communications to parents via iSAMS.
- Specific work for the Deputy Heads, Senior Teachers, SENCo, Head of Sixth Form, Duke of Edinburgh Co-ordinators and Examination Officer as required.
- Monitoring and co-ordinating the booking of minibuses and drivers internally and externally; liaising with Bursary and parents regarding bookings.
- Booking parent appointments for the Senior Leadership Team, the SENCo and other members of staff as required.
- Taking minutes for the Staff Briefings.
- Taking minutes for the Staff Meetings.
- Providing admin support for school functions, events and the EHSPA.
- Covering for the Head's PA when required.
- Organising flowers for school events and staff gifts.
- Providing cover at lunchtime and as required in Reception.
- Acting as a first aider when required.
- Organising Excellence Book appointments for the students with the Senior Deputy Head.
- Placing Amazon orders and liaising with the Bursary.
- To assist school duties as directed by the Headmistress.

### **General:**

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with all school policies and procedures.
- Understand and ensure the implementation of the school's Safeguarding Policy.
- Understand and ensure the implementation of the school's Health and Safety policy, and emergency fire procedures.
- Be aware of, support and ensure equal opportunities for all.
- Share the School's values and commit to the School's vision.
- Promote and ensure the good reputation of the school.
- Wholeheartedly commit to the life of a vibrant school community.
- Notify the Senior Deputy Head as soon as possible if you are unable to attend work.
- Ensure the confidentiality and discretion is maintained at all times.
- Carry out any other duties commensurate within the post.

*This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.*



## **School Secretary Person Specification**

### **Qualifications/Professional Development**

- Relevant professional qualifications would be desirable
- Evidence of involvement in related CPD
- First Aid qualification, or willingness to undertake training

### **Experience and skills**

- Excellent working knowledge and understanding of Microsoft applications is essential
- Experience of using MIS applications or similar databases would be very beneficial
- Experience of minuting meetings is essential
- Experience of working as a PA would be useful

### **Knowledge**

- Sound understanding of safeguarding principles
- Sound understanding of data protection and confidentiality
- Understanding of Health & Safety and fire evacuation procedures

### **Personal attributes**

- Build and maintain positive relationships through effective interpersonal skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work cooperatively
- Excellent communication skills to inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references. All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



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## HOW TO APPLY

**Applications, addressed to Mrs Clare Macro (Headmistress), should include the completed application form, a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.**

A school application form with a covering letter addressed to the Headmistress should be submitted to the HR & Compliance Officer, Ms Corinna Gregory:  
[recruitment@edgbastonhigh.co.uk](mailto:recruitment@edgbastonhigh.co.uk)

CVs may be submitted as well but must be accompanied by an application form.

If candidates prefer to send their application by post, it should be addressed to:

**Corinna Gregory  
HR & Compliance Officer  
Edgbaston High School for Girls  
Westbourne Road  
Edgbaston  
Birmingham  
B15 3TS**

The closing date for applications is **9am on Friday 4<sup>th</sup> October.**

Interviews will take place at Edgbaston High School for Girls during the week commencing **7<sup>th</sup> October.**

**Successful candidates will be invited to a formal interview and will be given a specific task to do. There will also be an opportunity to tour the School on the day.**

